

**PRESBYTERIAN CHURCH (U.S.A.)
OFFICE OF THE GENERAL ASSEMBLY
Position Description**

Position Title: Associate for Leadership Development

Grade: 19

Entity: OGA and GAC

Exempt Status: Exempt

Department: Office of Vocation

Date: December/13/ 2011

BASIC COMMITMENT: This position calls for a person with mature faith in Jesus Christ and an enthusiastic commitment to the mission of the Presbyterian Church (U.S.A.). It calls for servant leadership and collaboration with mid-councils and other partners in ministry related to the Presbyterian Church (U.S.A.).

PURPOSE OF THE POSITION: Provide inspiration, training, and networking to the PCUSA around leadership development, new models of leadership for current and future church.

REPORTS TO: Director of Vocation

SUPERVISES: Shares supervision of CLC consultants

BUDGET ACCOUNTABILITY (SHARED WITH ASSOCIATE): \$400,000

DUTIES AND RESPONSIBILITIES: (in order of importance) of the position include, but are not limited to:

1. Provide training, consultation, coaching, resources (including website), and networks for leadership development with primary attention to partnership with presbyteries in support of congregations, immigrant fellowships, and other new worshipping communities.
2. Collaborate with CLC team and Information Technology team to implement update of Church Leadership Connection in line with recommendations of the Call System Review Report (2012-2013).
3. Provide ongoing vision and guidance for policies and procedures related to the PCUSA call system.
4. Provide training, consultation, coaching, resources (including website) related to the PC(USA) call process.
5. Support the Director with For Such a Time as This pastoral residency program, assisting in the call process, mentor and cluster group resourcing, and leading events.
6. Collaborate with other members of Vocation and Constitutional Services staff to resource presbyteries.

7. Serve as a member of the Vocation staff team, collaborating on matters of leadership and other duties as assigned.

RELATIONSHIPS:

Works closely with Associate and CLC consultants around the call of leaders.

Works closely with IT staff assigned to CLC.

Works with Vocation Director and Manager of Polity and Guidance to resource presbytery ministry committees.

Collaboration with Vocation team leaders.

QUALIFICATIONS:

Membership in the Presbyterian Church (U.S.A.) and understanding of and commitment to the basic principles of Presbyterian polity and practice.

Ability to work in a consultative style within and across the denomination.

Excellent written and oral communication. Proven background in developing resources and training programs.

Technology proficiency: computer skills and web applications.

Cultural proficiency.

Interpersonal relationships.

DESIRED QUALIFICATIONS:

Ordination as a Presbyterian Church (U.S.A.) teaching elder.

Experience with the PCUSA call system and presbytery ministry committees, coaching, spiritual formation, mentoring, colleague groups.

EDUCATION: Theological education required. Master of Divinity degree preferred.

PHYSICAL REQUIREMENTS: Must be able to do extensive computer work and travel carrying computer equipment.

We have reviewed this position description and believe it to be accurate.

Employee's signature Date

Supervisor's signature Date

The Presbyterian Church (U.S.A.) retains the discretion to add or change the functions, responsibilities and/or minimum qualifications for this position at any time.